

*Cedar Creek and Belle Grove National Historical Park
Park Advisory Commission Meeting*

September 15, 2005

Strasburg Town Hall
Strasburg, Virginia

Meeting Agenda

- Introduction
- Ethics Presentation
- Election of Chairperson
- Discussion of Vice Chairperson
- Discussion of Public Input at Commission Meetings
- Discussion of Bylaws
- Discussion of Biographical Information
- General Management Planning Process
 - Public Involvement
 - Scoping Issues
- November Meeting

Meeting Notes

Commission members in attendance: Diann Jacox, NPS; Mary Bowser; Kris Tierny; Elizabeth McClung; Fred Andrae; Howard Kittell; Gene Dicks; Gary Rinkerman; Dan Stickley; Jim Smalls; Roy Downey.

Commission members absent: Richard Wilson; Richard Kleese; Alson Smith.

Others in attendance: Chris Stubbs, NPS; Marcus Ordonez; Nora Amos; Mary Ann Littrell; Steven Stubbs, NPS Volunteer.

Diann Jacox chaired the meeting.

Election for chairperson of the commission yielded a unanimous vote of 11-0 in favor of Mary Bowser.

A decision was made to elect a Vice Chairperson. The commissioners will submit nominations before the next meeting. Nominations with acceptance statements will be distributed to commissioners before the next meeting at which time an election will be held.

Discussion of public input at Advisory Commission meetings:

- At the end of the agenda allow for public to speak
- Public comments can be made before a vote on each topic
- Speakers should state their name and affiliation

It was decided that notes from previous meeting should be sent out two weeks prior to the next meeting to allow for their consideration. Along with the notes would be an agenda for the upcoming meeting and any other material pertinent to the next meeting. Notes will be approved (with changes as necessary) at the first meeting after the one in which they were taken.

An ethics presentation was given by Hale Hawbecker, Deputy Director of the Office of Ethics for the Department of the Interior.

- Mr. Hawbecker will field ethics inquiries, but questions to him should be routed through the superintendent.
- Commissioners role is advisory; final decision is up to agency
- Commissioners should not participate in discussions that will benefit them financially (“specific party matters” like grants, purchases, and transactions)
- Everything shared between NPS and the Commission is public information under the Freedom of Information Act
- Hawbecker’s advice to NPS is that if the agency is not ready to release a document to the public, it should not be provided to the Commission
- Commission meetings are open to the public. Commission would rarely, if ever, have closed sessions and only upon approval of the Secretary of Interior
- Sub-committee meetings are not subject to open meeting requirements, but the sub-committee’s findings must be provided to the full Commission in an open meeting (e.g., sub-committee cannot give advice directly to NPS)

A sub-committee was formed consisting of Howard Kittell, Mary Bowser and Gary Rinkerman to consider bylaws. Sample bylaws were distributed and Diann Jacox will send additional samples to the sub-committee. Sub-committee will work with NPS staff to draft bylaws for next meeting.

Steven Stubbs talked about gathering biographical data on the commissioners. He asked to receive the information around the middle of October. Along with a digital photograph of the commissioners, the bios will be made available to the public at meetings.

A suggestion was made to have tented name cards for each commissioner.

The committee decided all meetings should be kept to three hours or less.

General Management Planning Process

- Presentation on process and scoping issues by Chris Stubbs
- There was a discussion of the NPS public scoping meetings

- It was suggested there be a public presentation and an open forum format
- Scoping meetings will begin after the next park advisory commission meeting
- Scoping meetings to take place in Middletown and Strasburg
- Commission would like to have input on scoping meeting format
- Commissioners would like to have a role at future scoping meetings (e.g. Speaking role for commission chair)
- The park advisory commission would like to have a role when the NPS makes General Management Plan presentations to local governments.

Action Items

1. Vice Chair Nominations
2. Biographical Information
3. Bylaws
 - additional examples of bylaws to be sent to subcommittee
 - draft bylaws for the next meeting

List of handouts provided at 15 September meeting

1. Sample Bylaws
2. Public involvement suggestions for GMP
3. GMP announcement letter to local officials
4. Park Advisory Meeting/Scoping news release
5. Press Packet
6. List of GMP Planning tasks

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